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Georgia Department of Education Office of Administrative Services

Twin Towers East Atlanta, Georgia 30334

Werner Rogers State Superintendent of Schools

June 24, 1986

H. F. Johnson, Jr. Associate State Superintendent

MEMORANDUM

TO:

Arvil Ensley

Budget and Accounting Officer

Board of Postsecondary Vocational Education

FROM:

Vickie Oakes. O.

Records Management Officer Department of Education

Transfer of Records Retention Schedules from the Department of Education to the Board of Postsecondary Vocational Education

Effective July 1, 1986, Records Retention Schedules which have been established for Record Series Titles relating to Postsecondary Vocational Education are being transferred from the Department of Education to the Board of Postsecondary Vocational Education. Attached are copies of the schedules as listed below by Schedule Number:

76-191	81-109	81-181
76-192	81-110	81-182
81-7	81-176	81-183
81-8	81-177	81-185
81-51	<u>81-178</u>	81-192
81-71	81-179A	81-226
81-108	81-180A	

Amendments will need to be prepared by your agency to change the agency name, addresses, contact persons and to make any other necessary changes. These amendments should be sent to Mary Hall, Governmental Records Section, State Archives, for approval.

Also enclosed are file copies of Records Transmittal Forms and Notices of Records Destruction Forms applicable to Postsecondary Vocational Education Records. I am enclosing copies of several publications dealing with Records Management which will provide helpful information concerning Records Management Procedures.

- 76-RM-1 "Scheduling Procedures"
 82-RM-2 "Finance and Fiscal Files Supplement"
- 3. 82-RM-4 "Statewide Commons Supplement"
- 79-RM-1 "State Records Services Handbook"



AR-50-71; Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR AGENCY USE FOR RECORDS MANAGEMENT USE 1. Agency Address Application Date Department of Education Application Number Office of Vocational Education Division of Vocational Program Management Date Received Application Number Date Completed Atlanta, Georgia MAR 2 1981 | MAR 1 1 1981 2. Person to Contact Working Title Telephone Number 656-2550 Regional Director Ray Greeson 3. Action Requested a. 🔀 Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. __ Check One: 🛘 Change; 🗖 Supercede; 🗖 Void 4. Dates of Series 5. Records Series Title (followed by title used in office; if different) Earliest Latest Postsecondary Programs Record of Budget Amendments Files 1980 Present 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Vocational Program Management provides direction, policies and procedures for development and delivery of Vocational Education; coordinates with local school systems and the federal government in all areas of vocational education including budget preparation; allocates grant funds and approves disbursement; provides technical assistance in program development; provides liaison and coordination in planning and management of vocational programs; recommends certification standards and staff development activities. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: Documenting receipt of requested budget changes by local school systems for Vocational Education. Included are: Record of Budget Amendments Form showing changes in each line item of Budget when sent to Accounting; beginning Budget; ending Budget. File is arranged: Alphabetically by System name. How often are records referred to which are: 8. Monthly Reference Rate One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____ 9. Annual Rate of Accumulation of Records ____; Shelves _ Letter-size drawers _____; Legal-size drawers _____

YES	NO	10. Questionnaire	(Place an "X" in the proper c	volumn)			
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	v	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.					
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	_x	If yes, attach	copy.	analyzed and/or recorded in a summarized report?			
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Agend	cy Head	d/Designee (Signa	ature) Date	Records Management Officer (Signature)	Date		
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	approv planatio		Secretary of State/Designee	Carroll Hart	3-11-81		
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